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PART--I-- Orders and Notifications by the Government of Tripura, The High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA
HOME DEPARTMENT
TRIPURA, AGARTALA

No. F.47(1)-PD/2021/1626(3) **Dated, Agartala, the 4th June, 2021.**

NOTIFICATION

In exercise of the powers conferred by proviso to Article-309 of the constitution and in supersession of the existing recruitment rules for the post mentioned herein, the Governor hereby makes the following rules regulating the method of recruitment to the Post/Grade of Head Clerk/Accountant in the State Forensic Science Laboratory, Tripura is pleased to make the following rules namely:-

1. **Short title commencement:--**

   a. These rules may be called **Head Clerk / Accountant** of State Forensic Science Laboratory under Home Department, Government of Tripura Recruitment Rules, 2021.

   b. They shall come into force on and from the date of their publication in the official Gazette.

2. The name of the posts shall be as specified in Column-1 of the Schedule enclosed.

3. **Number, Classification and scale of pay:-**

   The number of the said post, its classification and the scale of pay attached thereto shall be as specified in **Rows 2 to 4** of the Schedule enclosed at **Annexure-I**.

4. **Method of recruitment, age limit, qualifications etc.:-**

   The method of recruitment to the said posts, age limits, qualifications and other matters relating to the said post shall be as specified in Rows 5 to 13 of the said Schedule.

5. **Disqualification:-** No person-

   i. who has entered into or contracted a marriage with a person having spouse living; or

   ii. who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the Personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Power to relax:-** Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing, and with concurrence of the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Repeal:-** The Recruitment Rules for the aforementioned post existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules.

8. **Savings:-** Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.

9. This Notification is issued as per provisions of the G.O. No.04 dated 7th November, 2020 issued by the Government in the GA(P&T) Department.

By order and in the name of the Governor

(S. Chaudhuri)
Secretary to the
Government of Tripura

Annexure-I

The Common RRs for the post of Head Clerk/Accountant Grade common to various Departments, Government of Tripura.

SCHEDULE

<table>
<tr><td>1.</td><td>Name of the post</td><td>:-</td><td>Head Clerk/Accountant</td></tr>
<tr><td>2.</td><td>Number of posts</td><td>:-</td><td>1 (one) plus additional post as and when required.</td></tr>
<tr><td>3.</td><td>Classification</td><td>:-</td><td>Group-C (Non-Gazetted)</td></tr>
<tr><td>4.</td><td>Scale of Pay</td><td>:-</td><td><table><tr><td>Pre-revised Scale of Pay</td><td>Corresponding revised Scale of Pay</td></tr><tr><td>PB-2, Pay Band Scale Rs.5700-24000/- Grade Pay Rs.4200/-</td><td>Cell-1 of Level-10 of Tripura State Pay Matrix-2018[Tripura State Civil Services (Revised Pay) (First amendment) Rules, 2018]</td></tr></table>Subject to revision by the Government from time to time.</td></tr>
<tr><td>5.</td><td>Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods.</td><td>:-</td><td>(i) 100% by Promotion failing which by transfer on deputation and failing both by direct recruitment.
(ii) (a) For direct recruitment selection will be through competitive examination (Written and Interview followed by Type Test on Computer) to be conducted by the recruitment board constituted by the concerned Department.
(b) Interview/viva voce shall be not exceeding 15% of the total marks.
(c) Syllabus:- Enclosed at Annexure-II (and as revised by the Government from time to time).</td></tr>
<tr><td>6.</td><td>Age limit for direct recruitment</td><td>:-</td><td>18 to 40 years, Upper age limit is relaxable by 5 years in case of ST/SC/PWDs(PH)/ Government servant candidates.</td></tr>
<tr><td>7.</td><td>Educational and other qualification required for direct recruitment</td><td>:-</td><td>(i) Graduate Degree from any recognized University
(ii) Having knowledge of operating Computer and proficiency in typing on Computer with keyboard with an accurate speed of minimum 30(thirty) words in English per minute alongwith basic Computer knowledge.</td></tr>
</table>

			(iii) For selection to Bengali Typist minimum speed should be 25(twenty five) words in Bengali per minute on Computer with keyboard alongwith basic Computer knowledge. **Desirable:-** Having knowledge of **Bengali or Kokborok.** **Note:-** (a) Prescribed type-test should be conducted on Computer with keyboard and not manual type writer machine. (b) Type Test on computer shall be qualifying in nature and it carries no marks. All categories candidates shall be recruited even if they do not initially qualify in the Type-Test on computer and if they are otherwise qualified, shall be given a consolidated pay for a period of 6(six) months at the end of which they should be tested again in Typing and if they don not qualify even at the end of 6(six) months they will continue to be employed in the consolidated pay till such time they qualify and shall not be entitled to any annual increment. (c) Exemption for Persons with Disabilities. Persons with Disabilities who are otherwise qualified to hold clerical post(s) and who are certified as being unable to type by the State Government Medical Officer should be exempted from typing qualification and Type Test. (d) The knowledge of Bengali or Kokborok will be assessed in the interview/viva-voce and some marks for interview/viva-voce shall be given for having such knowledge or the Administrative Department may determine the desirable knowledge as qualifying in nature in the written test.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	:-	Age:- No. Qualification:- No.
9.	Whether Selection post of Non-Selection post	:-	For Direct recruitment:- Selection [As per Item No.5(ii) above]. For Promotion:- Non-selection.
10.	Period of probation, if any		2(two) years

11.	In case of recruitment by promotion/transfer on deputation, grades from which promotion/transfer deputation is to be made	:-	Promotion from the post of UDC grade such as UDC / UDC(Stamp) / UDC (Record keeping)/ UDC(Accounts)/ UDC(Statistics)/ UDC-cum-Cashier With at least 5(five) years service experience in the grade and acquired Accounts training conducted by State Government in respect of promotion to the posts of Head Clerk-cum-Accountant/ Accountant (**respective departments shall indicate the nomenclature of the feeder posts of the department itself here**). Transfer on deputation from holder of analogous post from any other department having passed the Accounts Training Note: Departmental candidates having competed 15(fifteen) years of service or more in the grade of UDC etc. as well as have attained the age of 55(fifty-five) years may be exempted from the passing out the proposed Accounts training.
12.	If a DPC exists, what is its composition	:-	Group-C, DPC
13.	Circumstances in which TPSC is to be consulted while making recruitment.	:-	Not applicable.
14.	Repeal	:-	Existing Recruitment rules-Similar RRs common to all Departments for the post of LDC/UDC/HC Grade vide No.F.20(3)-GA(P&T)/96 dated 28th September, 2020, G.O. No.5 and all earlier subsequent amendments in this regard are hereby repealed.

By order and in the name of the Governor

(S. Chaudhuri)
Secretary to the
Government of Tripura

Annexure-II (Syllabus for Head Clerk/Accountant Grade)

THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS:-

Subjects	Syllabus	Full Marks	Time
Paper-I English	Knowledge of English/Bengali (QMR based MCQ Type)	40	2 (two) hours
	Job oriented questions. (OMR based MCQ Type)	30	
Paper-II General Knowledge & Current Affairs.	(i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest amount the youths. (ii) Elementary knowledge of Indian History, Indian Geography and Constitution of India (OMR based MCQ Type)	100	2 (two) hours
Interview	Personal qualities of the candidates e.g. Intellectual ability, Interest in current affairs etc.	30	

(a) Primary Merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for Interview. Number of candidates (category wise) qualified in the Written Examination shall be called for Interview in the following ratio subject to attaining of minimum qualifying marks in the written examination(35% for UR candidates and 30% for reserved candidates).

Number of candidates(s) to be selected	Number of candidates to be called for Interview(Category wise)
01(one)	05(five) candidates. **(1:5)**
02(two)	08(eight) candidates. **(1:4)**
03 (three) and above	03 (three) times the number of vacancies. **(1:3)**

Note:- Candidate(s) scoring marks equal to that of the last candidate so selected for the Interview will also be called for Interview.

(b) Final Merit list will be prepared by adding the marks obtained in the Written examination and Interview. In no case a candidate will be called for interview unless he/she appears in all papers of the Written Exam. If a candidate remains absent in Interview or /and Type Test his/her candidature will not be considered for final selection. After final selection, all selected candidates will be called for Type Test on Computer. The Type Test shall be qualifying in nature and it carries no marks.

By order and in the name of the Governor

(S. Chaudhuri)
Secretary to the
Government of Tripura